**Anniston Downtown Development Authority**

**Building Improvement Grant (B.I.G)**

**Application Guidelines:**

* Funding is at the Downtown Development Authority’s discretion.
* Grants may be less than the maximum amount requested.
* Incomplete applications will be rejected; projects started before application ineligible.
* Previous grant recipients are considered individually for additional funding.
* Grant application process will be open for 45 days. (July 1, 2024 – August 14, 2024)

**Grant Process:**

* Applicants are responsible for submitting grant applications to the Program Administrator.
* The Downtown Development Authority reviews applications.
* Applications are reviewed for compliance by the City’s Building and Safety Division.
* Historic Preservation Commission review if applicable.
* Decisions made on a case-by-case basis with the right to accept or reject any project or parts thereof.

**Requirements:**

* All work must adhere to B.I.G guidelines and local, state, and federal regulations.
* All work to be properly permitted and comply with applicable codes.
* Historic preservation guidelines must be followed for relevant projects.

**Application and Approval Process for B.I.G**

**Obtaining and Submitting Applications:**

* Get forms from the Program Administrator.
* Ensure property eligibility and compliance with tax requirements.
* Obtain any necessary owner affidavits and lease documentation.
* Review full guidelines and submit a complete application with cost proposals for assessment to:

**The City of Anniston**

**ATTN: Downtown Development Authority / Mainstreet Anniston**

**PO Box 2168**

**Anniston, AL 36206**

**Preliminary Approval:**

* The DDA reviews application and may request a meeting.
* Possible review by the Historic Preservation Commission.
* A conditional Letter of Approval is issued, with potential modifications.
* Appropriate City of Anniston departments and the DDA must approve final plans.

**Before Final Approval:**

* Notification of final decision will be made within 15 business days.
* If recommended for funding, agreements are prepared.
* Grant Agreement executed between the Program Administrator, DDA Chairperson, and the grant applicant.

**Final Approval Process:**

* Pre-construction conference scheduled if needed.
* Evidence of Historic Preservation Commission approval required.
* Necessary work permits obtained and construction commencement notified.
* DDA sign displayed at construction site.
* Work must start within 90 days and be complete within 6 months of the approval date.

**Project Completion and Funding Request:**

* Notify the Program Administrator upon project completion.
* Submit Request for Funds Sheet/Close Out Report with receipts and documentation.
* Reimbursement upon verification of work completion and payment confirmation.

**Rejected Applications:**

Applications not selected will be notified by mail within 15 business days of board decision.